

WINNIE MADIKIZELA – MANDELA LOCAL MUNICIPALITY



EC443 - IDP, BUDGET & PMS PROCESS PLAN FOR 2022 / 2027 REVIEW

IDP, PMS & BUDGET PROCESS PLAN
WINNIE MADIKIZELA - MANDELA LOCAL MUNICIPALITY
No. 51 Winnie Madikizela – Mandela Street, Mbizana, 4800

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SECTION ONE

1. INTRODUCTION

This document describes the process to be followed in developing a five - year Integrated Development Plan (IDP) for the 2022/2027 council term. This process is guided and regulated by the Local Government Municipal Systems Act 32 of 2000, hereinafter the “Act” or MSA. The Act prescribes that the municipal Council must review its integrated development plan annually in accordance with its performance measurements and to the extent that changing circumstances so demand.

The IDP is annually reviewed to reflect the impact of previous development initiatives and develop corrective measures to address any problems that may arise. The IDP is a political agenda of government expressed in the municipal space of Winnie Madikizela – Mandela LM. In this sense the IDP is a strategic document informing other components and business processes including institutional development, financial planning and the operations and relations of spheres government active in the municipal space called WMMLM.

The IDP process plan requires the adoption by Council after it has gone through proper consultation with relevant stakeholders. This plan has to include the following: -

- ⇒ A programme specifying the timeframes for the different planning steps;
- ⇒ Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organ of state, traditional authorities, and other role players in the IDP drafting process;
- ⇒ An indication of the organizational arrangements for the IDP process;
- ⇒ Binding plans and planning requirements, i.e. policy and legislation; and
- ⇒ Mechanisms and procedures for vertical and horizontal alignment

1.1 Legal Context

The Local Government: Municipal Systems Act, 32 of 2000 (MSA) as amended, places the IDP at the apex of municipal planning instruments by suggesting that an IDP, adopted by the Council of a Municipality, is the key strategic planning tool for the municipality.

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(b) – binds the municipality in the exercise of its executive authority.

Section 25 of the MSA further prescribes that:

Section 25 of the MSA further prescribes that: –(1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which –

(a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;

(b) aligns the resources and capacity of the municipality with the implementation of the plan;

(c) forms the policy framework and general basis on which annual budgets must be based;

(d) complies with the provisions of this Chapter; and

(e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In accordance with this legislation, the Winnie Madikizela - Mandela Local Municipality 's IDP, as the principal planning document, sets out the long-term vision of the Municipality as:

- ⇒ development of priorities and objectives, which contribute towards achieving this vision, over the Councils elected term;
- ⇒ strategies, which are the means by which these objectives will be achieved;
- ⇒ IDP programmes and projects which link to the strategies and contribute to the achievement of the objectives.

The Municipality will develop and further review its IDP and Budget in accordance with the requirements set out in the Municipal Systems Act 32 of 2000, the Local Government Municipal Planning and Performance Management Regulations 2001 and the Municipal Finance Management Act 56 of 2003.

In terms of the Municipal Systems Act, a municipality is required to review its IDP annually. Annual revisions allow the municipality to expand upon or refine plans and strategies, to include additional issues and to ensure that these plans and strategies inform institutional and financial planning. The review and amendment of the IDP thus, further develops the IDP and ensures that it remains the principal management tool and strategic instrument for the Municipality.

MSA 34 a Municipal Council –

(a) must review its integrated development plan

(i) annually in accordance with an assessment of its performance measurements ... and

(ii) to the extent that changing circumstances so demand and

(b) may amend its integrated development plan in accordance with a prescribed process

The Local Government Municipal Systems requires a municipal council to adopt a process to guide the planning, drafting and adoption of its IDP.

MSA 28(1) – each municipal council...must adopt a process set out in writing to guide the planning drafting adoption and review of its integrated development plan

This Process Plan outlines the programme to be followed and provides detail on the issues specified in the Act. A Process Plan is required to include:

- ⇒ A programme specifying time-frames for the different steps;
- ⇒ Outline mechanisms, processes and procedures for consultation of the community,
- ⇒ Organs of state, traditional authorities and role-players;
- ⇒ Identify all plans and planning requirements binding on the municipality, and
- ⇒ Be consistent with any other matters prescribed by legislation.

MSA 29(1) – the process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –

(a) be in accordance with pre-determined programme specifying timeframes for the different steps;

(b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4 allow for-

i. the local community to be consulted on its development needs and priorities;

- ii. the local community to participate in the drafting of the IDP;*
- iii. organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;*
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- (d) be consistent with any other matters that may be prescribed by regulation.*

1.2 The IDP Sector Plans & Policies as Informants

The IDP is a multi – sectoral / dimensional planning document requiring inputs from various stakeholders during its development process. Furthermore, the MSA prescribes those elements of the IDP which taken together, make the IDP credible. As such, the IDP is an outcome of a planning process that is participatory and is informed by many issues including, but not limited to the following: -

Table 1: IDP Informants

NATIOAL & PROVINCIAL POLICIES / PLANS TO BE CONSIDERD	
POLICY	SUBJECT MATTER
National Development Plan (Vision 2030)	The National Development Plan (NDP) offers a long-term perspective. It defines a desired destination and identifies the role different sectors of society need to play in reaching that goal
New Growth Path (NGP)	A framework for economic policy and a driver of the country ‘s job strategy. The strategy sets out critical markers for employment creation and growth and identifies where viable changes in the structure and character of production can generate a more inclusive and greener economy over the medium to long run
Sustainable Development Goals	Eight critical economic and social development priorities world leaders agreed, at the United Nations Millennium Summit in 2000, needed to be achieved by 2015.
Eastern Cape Provincial Growth and Development Plan	Overarching development strategy for the province

Land redistribution for Agricultural Development (LRAD)	<p>Primarily deals with agricultural land redistribution.</p> <p>Deals with the transfer of agricultural land to specific individuals or groups.</p> <p>Deals with commonage projects to improve access to municipal and tribal land for grazing purposes.</p>
Beneficial Occupation Policy for State Land	<p>Deals with the entitlements of rights holders of Interim Protection of Informal Rights Act on state land and Extension of Security of Tenure Act, in respect of state land disposal projects.</p>

SECTOR PLANS TO BE INCLUDED IN THE IDP

- ⇒ MLM Vision 2030
- ⇒ Performance Management System
- ⇒ Local Economic Development Plan
- ⇒ Spatial Development Framework
- ⇒ Disaster Management Plan
- ⇒ Financial Plan
- ⇒ Integrated Waste Management Plan
- ⇒ Disaster Management Plan
- ⇒ Human Resource Plan
- ⇒ Work Place Skills Plan
- ⇒ Employment Equity Plan
- ⇒ Human Resource Development Strategy
- ⇒ Environmental Management Plan
- ⇒ Housing Plan / Strategy
- ⇒ Supply Chain Management Policy
- ⇒ Electrification Plan

OTHER IMPORTANT CONSIDERATIONS

- ⇒ Changing internal and external circumstances
- ⇒ Comments from the MEC on the assessment of 2021 / 2022 IDP
- ⇒ Reports from community engagements
- ⇒ Council's Strategic Planning Session j
- ⇒ Local Government Turn Around Strategy
- ⇒ Operation Masiphathisane
- ⇒ Back to Basics

SECTION TWO

2. KEY ELEMENTS TO ADDRESSED DURING THE REVIEW PROCESS

(a) MEC Panel Comments

- ⇒ Responding to comments to be issued by the MEC Panel on the Final IDP Review document.

(b) Municipal Assessment

- ⇒ Responding to shortcoming and weakness to be identifies through municipal self-assessment and through public hearings.

(c) New Council Priorities

- ⇒ New council priorities will be identified during council strategic planning workshop.

(d) Outcome Based Approach

- ⇒ Responding to government priorities, policies, projects and programs

(e) Alignment with Sector Plans

- ⇒ Ensure that the IDP is aligned with National, Provincial, District and Municipal sector plans.

SECTION THREE

3. ORGANISATIONAL ARRANGEMENTS, ROLES & RESPONSIBILITIES

3.1 Winnie Madikizela - Mandela Local Council

The WMM Municipal Council is the ultimate political decision-making body of the municipality and the Council has the responsibility to:

- ⇒ consider and adopt the IDP Process Plan & time schedule for the preparation, tabling & approval of the annual budget;
- ⇒ consider and adopt the IDP and annual Budget;
- ⇒ ensure the municipal budget is coordinated with and based on the IDP;
- ⇒ adopt a Performance Management System (PMS)
- ⇒ Monitor progress and IDP implementation

3.2 The Executive Committee of WMM Local Municipality

The Executive Committee of Winnie Madikizela - Mandela Local Municipality have the ultimate responsibility for the preparation and implementation of the IDP, Budget & Performance Management. The EXCO is responsible for:

- ⇒ The overall oversight, development and monitoring of the process or delegate IDP & PMS responsibilities to the Municipal Manager;
- ⇒ Ensuring that the budget, IDP & budget related policies are mutually consistent & credible;
- ⇒ Submit the revised IDP & the Annual Budget to the municipal Council for adoption.
- ⇒ The Mayor as an Executive Committee Chairperson is also responsible for chairing the IDP Representative Forum and allocate resources for the reviewing the IDP.

3.3 The Mayor

As the Chairperson of the Executive has to:

- ⇒ Ensure legislative compliance by recommending to the Municipal Council the adoption of the Process Plan and of the IDP.
- ⇒ Have an input on the Process Plan
- ⇒ Approve structures of communication to be established

3.4 The IDP, PMS & Budget Steering Committee

The IDP/PMS Steering Committee will be established to provide technical guidance over the IDP/Budget & PMS review. An IDP Steering Committee that would function, as a technical working team shall be composed of the following members:

- ⇒ Municipal Manager (Chairperson)
- ⇒ Municipal Management Team
- ⇒ Senior Managers from Sector Departments
- ⇒ Secretariat from IDP & PMS Unit

3.5 The Municipal Manager

The Municipal Manager has the responsibility to provide guidance and ensure that the administration actively participates and supports the development and review of the IDP and Budget and works towards its implementation.

3.6 Directorates & Departments

Directorates and Departments are responsible for sector planning and for the implementation of the IDP. The participation of all Departments is thus critical and they:

- ⇒ provide technical / sector expertise and information, throughout the IDP Budget process;
- ⇒ ensure that the review process is participatory, integrated, strategic, implementation-oriented, budget linked and aligned with and satisfies sector planning requirements.

3.7 Representative Forum and Community Stakeholders

The IDP/ PMS/ Budget Representative Forum constitutes the structure that institutionalises sectoral participation in the IDP Process. The members of the IDP Representative Forum include Business, Government & NGO sectors (as well as political and technical leaders of the IDP Clusters). The Mayor chairs the Forum. The Forum represents the interests of their constituents in the IDP.

3.8 Ward Councillors & Ward Committees

Ward Councillors are the major link between the municipal government and the residents. As such, their role is to:

- ⇒ link the planning process to their constituencies and/or wards;
- ⇒ ensure communities understand the purpose and the key mechanisms of the IDP, Budget process, Performance Management and are motivated to actively participate;
- ⇒ facilitate public consultation and participation within their wards.
- ⇒ provide feedback to their communities on the adopted IDP and Budget.

SECTION FOUR

4. EXTERNAL ROLES PLAYERS

4.1 Alfred Nzo District Municipality

The ANDM will have the same role as WMMLM only in preparation of the District Framework, however, the role of the District municipality is the coordination of the IDP Processes of Local Municipalities and this include:

- ⇒ Providing technical support to the local municipalities within the district and establishment of intergovernmental structures.
- ⇒ Ensuring the horizontal alignment of IDP's of the municipalities in the district area
- ⇒ Facilitation of vertical alignment of IDP's with the spheres of government and the sector departments

⇒ Ensuring the horizontal alignment between the district and local planning.

4.2 Sector Departments, Parastatals, NGO's and COGTA

Sector departments, parastatals NGO's and COGTA is responsible for

- ⇒ Provision of financial support to the local municipality in the form of grants,
- ⇒ Provide training and workshop on IDP,
- ⇒ Participate on the IDP Representative Forum and assist in provision of sector plans

4.3 Professional Service Providers

Professional service providers are there to:

- ⇒ Provide technical expertise to the municipality
- ⇒ Assist in facilitation of the IDP Workshops

SECTION FIVE

5. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Section 16 of the MSA prescribes that: -

“A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose:

(a) encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in—

- (i) the preparation, implementation and review of its integrated development plan in terms of Chapter 5*
- (ii) the establishment, implementation and review of its performance management system in terms of Chapter 6*
- (iii) the monitoring and review of its performance, including the outcomes and impact of such performance*
- (iv) the preparation of its budget; and*
- (v) strategic decisions relating to the provision of municipal services in terms of Chapter 8;*

(b) contribute to building the capacity of—

*(i) the local community to enable it to participate in the affairs of the municipality; and
(ii) councillors and staff to foster community participation; and*

(c) use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b)".

For purposes of compliance with this legislative requirement, the Winnie Madikizela – Mandela Local Municipality has established formal structures for effective participation in the IDP processes. Below is a description of the participatory function of each of the various structures established for the IDP processes: -

⇒ IDP Representative Forum – constituted of formal representatives of various civic and community organisations as well as other formal structures affected by the development efforts of the municipality such as:

- ⇒ Traditional Leaders forums
- ⇒ Established forums (business chambers and organisations)
- ⇒ NGOs
- ⇒ CBO
- ⇒ CDWs and Ward Committees

The role of the IDP Forum is to verify and make additions to data collected through non-formal participatory methods. In ensuring effective public participation, the Winnie Madikizela - Mandela Local Municipality has institutionalised a process of community engagement through the Mayoral Imbizo's and Outreaches. These are community meetings held at the ward level where direct participation by communities is encouraged.

SECTION SIX

6. COMMUNICATION MECHANISMS

The Municipal Systems Act requires that municipalities inform communities of the various processes that are undertaken during the review of the IDP and development of the budget for a financial year. Section 21 of the Act prescribes the various media formats that must be utilised for this purpose. In compliance to that Winnie Madikizela - Mandela Local Municipality will publicise all IDP meetings and engagements, publicise all documents and solicit inputs

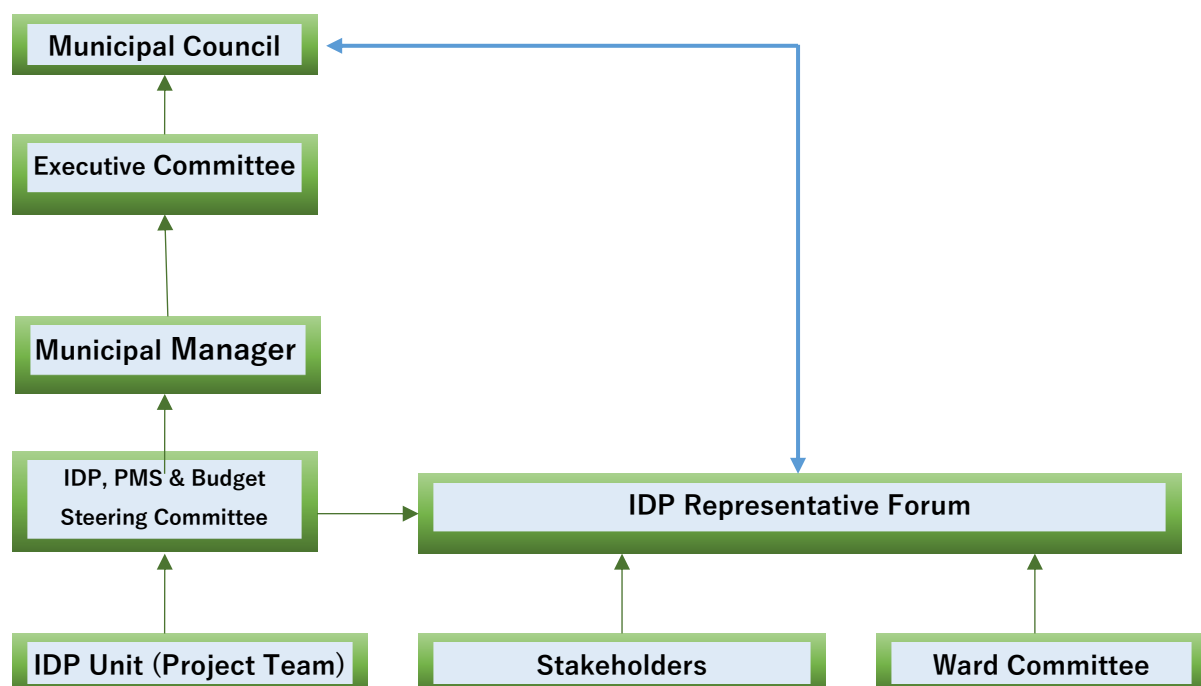
from communities, publicise approval of documents, and publicise all IDP/PMS/Budget related activities in the following media forms: -

- ⇒ Ward Councillors and Ward Committees as communicating agents to the communities,
- ⇒ IDP Representative Forum to ensure stakeholder's participation throughout the process.
- ⇒ Roadshows and Public Hearings (venues of these meetings will be publicized at the IDP RF and as well as through the media platforms.
- ⇒ Media i.e. Print Media (local newspapers, formal notices on municipal buildings); Electronic Media (municipal website); and Audio-visual Media (community radio stations).

English will be used as the medium of communication language; however, in community meetings IsiXhosa will be used to ensure maximum public participation by our communities.

6.1 The IDP Planning Process Flow

The interrelationships between the various structures as identified above as well as the workflow process to be followed in the drafting of the IDP is presented in the diagram below. The information and/or data contained at the end of each IDP phase is a culmination of the work that shall have been concluded at the various sittings of the structures as depicted above. Engagements with the various internal departments will be on-going and the external sector departments shall be engaged in the formal inter-governmental relations (IGR) processes.

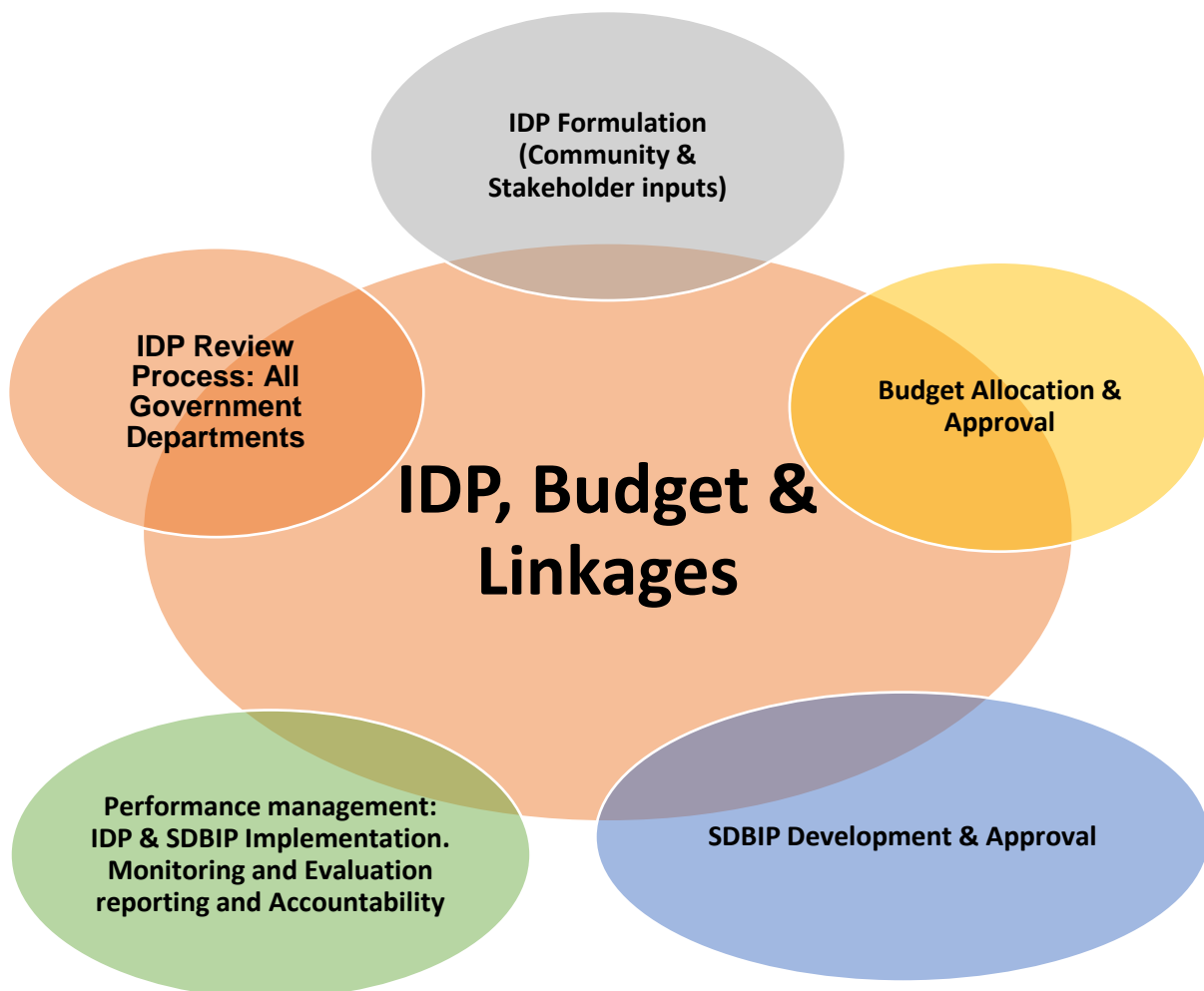


SECTION SEVEN

7. ALIGNMENT OF THE IDP, BUDGET & MUNICIPAL PERFORMANCE MANAGEMENT PROCESSES

Every attempt has been made in this Process Plan to align the IDP and Budget preparation process and the Performance Management System (PMS) review. The linkages of the processes are summarised in the following diagram: -

Figure 1: IDP, Budget and PMS Linkages



SECTION EIGHT

8. IDP/ BUDGET/ PMS ACTION PLAN FOR 2022 / 2027 REVIEW

Tabulated herein bellow is a schedule of the programme to be followed by the Winnie Madikizela - Mandela Local Municipality in its process of reviewing the IDP and Budget. The dates indicated are as per the approved calendar of events and as per prescripts of Section 28 and 29 of the MSA, will be adhered to so as to ensure that the process of the review of the IDP is both credible and adheres to the principles as contained in the Act.

SECTION NINE

8.1 Schedule of Activities, Time Frames and Responsible Persons

PHASE	PROCESS	ACTIVITIES	LEGISLATIVE REQUIREMENT	TIMEFRAMES	RESPONSIBLE PERSON
JULY – SEPTEMBER 2021					
PLANNING PHASE	IDP	Preparation of the Draft IDP / Budget and PMS Process Plan.	Section 27, 28 & 29 of MSA No.32 of 2000 and Section 21 of MFMA No.56 of 2003	July 2021	IDP Coordinator
		Special Exco - consideration of draft IDP, PMS & Budget Process Plan.	Section 17 & 18 of MSA NO. 32 of 2000	28 July 2021	OM & AO
		Tabling of the IDP, PMS & Budget Process to Council for adoption.	Section 28 of MSA No.32 of 2000	19 August 2021	The Mayor
		Submission of IDP, PMS and Budget Process Plan to the District Municipality and COGTA.	Section 27 of MSA N. 32 of 2000	7 September 2021	IDP Coordinator
		Advertise IDP, PMS and Budget Process Plan in Municipal Website and in local newspapers	Section 28 of MSA No.32 of 2000	7 September 2021	IDP Coordinator
		Consolidation of Situational Analysis Reports		September 2021	All Senior Managers & Sector Departments
		IDP Steering Committee- Presentation of IDP Process Plan and MEC's Comments on the Previous IDP	Section 17 & 18 of MSA NO. 32 of 2000	17 September 2021	Municipal Manager
		IDP Representative Forum – Presentation of IDP Process Plan and MEC's Comments on the Previous IDP		28 September 2021	The Mayor
	PMS	Signing of new performance contracts for Section 57 Managers and submission to EXCO.	Section 69 of the MFMA and Section 57 of the MSA	31 July 2021	AO

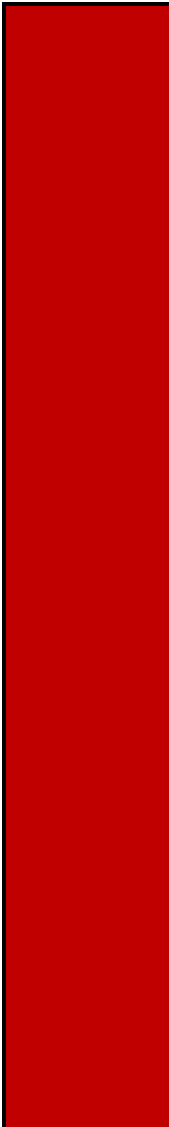
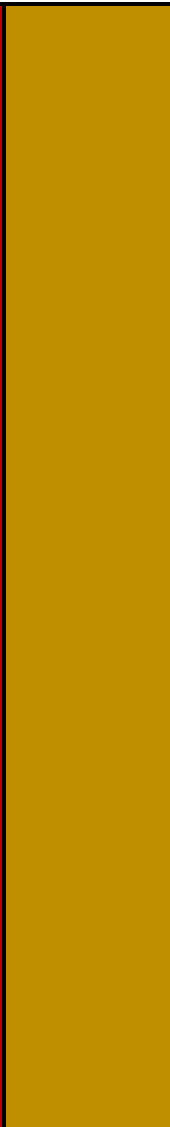
		Submission of Q4 SDBIP Reports (for last quarter of 20/21).	Section 46 of MSA No.32 of 2000	30 July 2021	OM & AO
		Submission of the Annual Performance Reports to Council for Adoption Section 46 of MSA 2000 to Council		30 July 2021	
		Submission of Annual Performance Report to Auditor General		31 August 2021	
BUDGET		Submission of Section 71 Report to Provincial & National Treasuries The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71(1)	13 July 2021	CFO and Manager: Budgeting & Reporting
		Develop process and timetable for the 2022/2023 Budget At least 10 months before the start of the budget year the mayor of the Municipality must table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget; annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act and the budget related policies; the tabling and adoption of any amendments to the integrated development plan and the budget related policies and any consultative processes forming part of the processes	MFMA Section 21(1)(b -)	09 August 2021	CFO and Manager: Budgeting & Reporting
		Submission of Section 71 Report to Provincial & National Treasuries The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury	MFMA Section 71(1)	13 August 2021	CFO and Manager: Budgeting & Reporting

		a statement in the prescribed format on the state of the municipality's budget.			
		2020/21 Financial Statements submitted to Auditor-General		31 August 2021	MM & CFO
		Establish Budget Steering Committee for 2022 / 2023 budget year		31 August 2021	MM & CFO
		Submission of Section 71 Report to Provincial & National Treasuries. The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71(1) –	14 September 2021	CFO and Manager: Budgeting & Reporting
OCTOBER - DECEMBER 2020					
ANALYSIS PHASE	IDP	Mayoral Imbizos - Feedback on IDP Implementation, Data Collection & Analysis continues	Section 16 & 17 of MSA NO. 32 of 2000	02 -12 November 2021	The Mayor, Exco, MM & All Senior Managers
		Consolidation of situational analysis report	MFMA No. 56 of 2003 (S21) & MSA No. 32 of 2000 (S29)	01-30 October 2021	IDP Unit & All Senior Managers
	PMS	Compilation of First Quarter Performance Report		20 October 2021	MM's Office
		Finalize the draft 2020/2021 Annual Report incorporating financial and Non - financial on performance, audit reports and annual financial statements.	MFMA No. 56 of 2003 (S127)	10 December 2021	Senior Managers & Operations Manager
	BUDGET	Submission of Section 71 Report to Provincial & National Treasuries. The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury	Section 71(1) of MFMA No. 56.20003	14 October 2021	CFO and Manager: Budgeting & Reporting

STRATEGICAL PHASE		a statement in the prescribed format on the state of the municipality's budget				
		Submission of D-Form to NERSA Applicability of Tax and Tariff capping on Municipalities	Section 43 of the MFMA No. 56 of 20003	29 October 2021	CFO, Manager: Revenue & Expenditure and Electrical Superintendent Engineer	
	IDP					
		Reviewal of, objectives, strategies, programs, KPI's, targets (operational plans)	Section 21 of MFMA No.56 of 2003 and Section 29 of MSA No. 32 of 2000	01 – 30 November 2021	All Internal Depts. & Sector Depts.	
		IDP Steering Committee Meeting to present consolidated situational analysis report	Section 17 & 18 of MSA NO. 32 of 2000	25 November 2021	MM, All Senior Managers & Sector Departments	
		IDP Rep Forum Meeting to present consolidated situational analysis report.		8 December 2021	The Mayor	
	BUDGET					
		Check with National, Provincial Governments and District Municipalities for any information in relation to budget and adjustment budget to projected allocations for the next three years.		08-30 November 2021	Manager: Budgeting & Reporting /CFO	
		Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	Section 71(1) of MFMA No. 56.20003	12 November 2021	CFO & Manager: Budgeting & Reporting	
		Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	Section 71(1) of MFMA No. 56.20003	14 December 2021	CFO & Manager: Budgeting & Reporting	

JANUARY- MARCH 2022					
PROJECT S PHASE	IDP	Review Prioritization of IDP projects		January 2022	The Mayor & EXCO
		Integration & alignment of projects and programmes of LM, DM, sector departments and parastatals.		February 2022	IDP Coordinator & OM
		IDP Steering Committee sit to discuss prioritized projects for 2022 / 2027 period	Section 17 & 18 of MSA NO. 32 of 2000	24 February 2022	AO & OM
		Consolidation of draft IDP Document		01– 12 March 2022	IDP Coordinator
		EXCO - presentation of draft IDP 2022/2027	MFMA No. 56 of 2003 (S30) & MSA No. 32 of 2000 (S34)(a)	24 March 2022	Municipal Manager
		Draft IDP & Budget tabled before Council for noting		31 March 2022	The Mayor
	PMS	Senior Managers to submit Mid - year Assessment Report (Q2 reports)	Section 72 of the MFMA 56 of 2003	07 January 2022	Senior Managers & Operations Manager
		Strategic Planning Session for Mid – year assessment report. Refining objectives and strategies	Section 21 of the MFMA 56 of 2003 & Section 29 of the MSA No.32 of 2000	January 2022	Municipal Manager
		Municipal Manager submits Midterm/Midyear Report to the Mayor		January 2022	Municipal Manager
		Revise SDBIP in accordance with adjusted budget		February 2022	
		Submit report to AG, Provincial Treasury and COGTA		February 2022	
		2020/2021 Oversight report on the Annual Report	MFMA No. 56 of 2003 (S127)	February 2022	MO
		Council adopts the 2020/2021 Annual report with the comments of the Oversight Committee.		25 March 2022	
BUDGET	Obtain any projected adjustment allocations from National, Provincial Governments & District Municipality for the next three years.	Section 21 of the MFMA 56 of 2003	11 - 15 Jan 2022	Manager: Budgeting & Reporting /CFO	

		Submission of Section 71 Reports to Provincial & National Treasuries Submission of Mid-year assessment report to council The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	Section 71(1) of the MFMA 56 of 2003	14 January 2022	CFO and Manager: Budgeting & Reporting
		Budget adjustment Consultation Process begins, the Municipality May revise an approved annual budget though an adjustment budget	Section 28 of the MFMA 56 of 2003	24 Jan - 04 February 2022	Manager: Budgeting & Reporting/CFO
		Mid – year budget engagements with Provincial Treasury		10 February 2022	MM & CFO
		Submission of 71 Report to Provincial & National Treasuries The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	Section 71(1) of the MFMA No. 56 of 2003	14 February 2022	CFO and Manager: Budgeting & Reporting
		Budget Steering Committee - To discuss the and Finalize the Draft MTREF Budget and Adjustment Budget: Budget Preparation Process	Section 21 of the MFMA 56 of 2003	14 February 2022	Executive Mayor and Municipal Manager
		Council to approve Adjustment Budget Section 28 of the MFMA the Municipality May revise an approved annual budget though an adjustment budget and read together with Section 72(3) The Accounting Officer must as part of the review make recommendations as to whether an adjustment budget is necessary and recommend revised projection of revenue and	Section 28 of the MFMA & Section 72(3) of MFMA of 56 of 2003	28 February 2022	Executive Mayor and Municipal Manager

 	expenditure to the extent that this may be necessary			
	Consultation with departments for submission of 2022/2023 First Draft Budget Section 16(2) Annual Budget: The Mayor of a Municipality must table the annual budget at a council meeting 90 days before the start of the budget year Section 43 of the MFMA	Section 16(2) & Section 43 of the MFMA	21 Feb – 04 March 2022	CFO, all Heads of departments and Manager: Budgeting & Reporting
	2022 / 2023 First Draft Budget to Budget Steering Committee Section 16(2) Annual Budget: The Mayor of a Municipality must table the annual budget at a council meeting 90 days before the start of the budget year Section 43 of the MFMA		11 March 2022	Portfolio Head: Finance
	Approval of Electricity Tariffs by NERSA Section 16(2) Annual Budget: The Mayor of a Municipality must table the annual budget at a council meeting 90 days before the start of the budget year Section 43 of the MFMA		01-26 March 2022	Manager: Revenue & Expenditure, CFO and Electrical Superintendent Engineer
	Council adopts First Draft Budget for 2022/2025 Section 16(2) Annual Budget: The Mayor of a Municipality must table the annual budget at a council meeting 90 days before the start of the budget year Section 43 of the MFMA		31 March 2022	Executive Mayor
	Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the	Section 71(1) of the MFMA No. 56 of 2003	12 March 2021	CFO and Manager: Budgeting & Reporting

		prescribed format on the state of the municipality's budget.				
APRIL – JUNE 2022						
APPROVAL PHASE	IDP	Publicize / advertise the IDP & Budget Road - show schedule.		08 April 2022	IDP Coordinator	
		Draft IDP advertised for public viewing & comments		01-23 April 2022		
		Submission of Draft IDP documents, Provincial Treasury and the MEC for Local Government ad Traditional Affairs		14 April 2022	IDP Coordinator	
		IDP & Budget Road-shows		11-14 April 2022	Local & DM Mayors	
		EXCO– consideration and incorporation of public comments in the IDP & Budget		19 May 2022	The Mayor & Municipal Manager	
		Mayor tables 2022/2027 IDP and Budget to Council for final adoption.		31 May 2022	The Mayor & Municipal Manager	
		Final IDP Presented to the IDP Representative forum	Section 17 & 18 of MSA NO. 32 of 2000	07 June 2022	The Mayor & Municipal Manager	
		Public notices on approval of the final IDP 2022/2027		03 June 2022	IDP Coordinator	
		Uploading the adopted IDP and Budget to the Municipal Website		03 June 2022		
		Submission of the final IDP to COGTA		14 June 2022		
		PMS	Submit Annual report to AG, Provincial Treasury, Legislature and DLGTA.		April 2022	MO
			Compilation of Third Quarter Performance Reports		15 April 2022	
			Drafting of new scorecards by s56 managers		05 June 2022	All Senior Managers
	Draft SDBIP & Performance Agreements to the Mayor 14 days after adoption of IDP & Budget			10 June 2022	MM, All Senior Managers & All Managers	
	The Mayor approves Institutional SDBIP within 28 days of Budget approval			June 2022	Operations Manager	

		Submit Approved SDBIP to National & Provincial Treasury		June 2022	Operations Manager
	BUDGET	Budget advertised for public comments, Public Meetings & Consultation Section 22(a) after an annual budget is tabled in the municipal Council, the Accounting Officer must make public the annual budget and documents referred to in section 17(3) and invite the local Community to submit representation in connection with the budget	Section 22(a) of the MFMA No. 56 of 2003	14 April 2022	Municipal Manager /CFO
		Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	Section 71(1) of the MFMA No. 56 of 2003	14 April 2022	CFO and Manager: Budgeting & Reporting
		Draft budget engagements with Provincial Treasury		05 April 2022	Municipal Manager and CFO
		Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget the start of the budget year considers approval of the annual budget Submission of Section 71 Report to Provincial & National Treasuries	Section 71(1) of the MFMA No. 56 of 2003	15 May 2022	CFO and Budget & Reporting
	2022/2025 Final Draft Budget to IDP, Budget and PMS Steering Committee Section 24(1) the Municipal Council must at least 30 days before the start of the budget year consider approval of the annual budget	Section 24(1) of the MFMA No. 56 of 2003	13 May 2022	Portfolio Head Finance	

		Council consider adoption of Final Draft Budget for 2022/2025 Section 24(1)-The municipal council must at least 30 days before the start of the budget year consider approval of the annual budget	Section 24(1) of the MFMA No. 56 of 2003	31 May 2022	Executive Mayor and Municipal Manager
		MTREF Budget, Budget related policies, annual report published on Council website. Section 75(1)(a,b)The Accounting Officer of a Municipality must place on the website referred to in section 21A of the systems Act the following documents: Annual and Adjustment budget and all related policies	Section 75(1)(a,b) of the MFMA No. 56 of 2003	14 June 2022	Manager: Budgeting & Reporting and Manager: ICT
		Annual Budget Reports to National & Provincial Treasury. Regulation 20(1) The Municipal Manager must comply with section 24(3) of the Act within 10 working days after the council has approved the annual budget, The Municipal Manager must submit to National Treasury and relevant provincial Treasury in both electronic and printed form	section 24(3) of the MFMA No. 56 of 2003	14 June 2022	CFO and Manager: Budgeting & Reporting
		Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	Section 71(1) of the MFMA No. 56 of 2003	14 June 2022	CFO and Manager: Budgeting & Reporting

9. MONITORING OF THE IMPLEMENTATION OF IDP, BUDGET AND PMS PROCESS PLAN

It is the responsibility of the Municipal Manager to monitor the IDP Review Process. However, the adherence and compliance to the council approved process plan will be monitored by Operations manager, progress will be tracked through continuous reporting about: -

- ⇒ How the IDP Review process is progressing
- ⇒ Any deviations from the approved process plan
- ⇒ Corrective plans and way forward

10. CONCLUSION

This process plan is another attempt in our venture as a municipality to continuously improve on the alignment of our processes both internally and externally as envisaged by South Africa's legislative framework.

The focus of the IDP formulation and budget processes as detailed above is to improve on the implementation aspect, financial sustainability and clear linkage between the two processes, resulting in increase.